

# **'By-Laws of the Cheektowaga Public Libraries Board of Trustees**

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## **Article I- Name**

**SECTION 1** The name of this organization shall be: *Cheektowaga Public Libraries Board of Trustees*.

## **Article II - Objectives**

1. To provide library service to residents of Cheektowaga and Erie County as a member library of the Buffalo and Erie County Public Library System (BECPL).
2. To service the community as a general, educational center of reliable information.
3. To provide opportunity and encouragement for people to educate themselves continuously.
4. See that members of the community receive service regardless of: age, documentation status, gender, sexual preference or race.
5. Making sure that the collection enlightens, entertains and engages the population served. Collections will be: current, relevant, and in good condition.
6. Provide technology and internet connection to the community.

## **Article III - Trustees**

**SECTION 1** The Board of Trustees shall be five in number, no more and no less.

**SECTION 2** Each Board Member will be appointed/re-appointed for a five year term by the Cheektowaga Town Board.

**SECTION 3** The Board of Trustees, at the annual meeting in January, shall elect a Chairman, Vice-Chairman, and Treasurer. The appointment will last for one year.

## **Article IV-Vacancies**

**SECTION 1** In case of vacancy, the Library Trustees will recommend a candidate to the Town Board for approval.

## **Article V - Quorum**

**SECTION 1** Three members of the Board of Trustees shall constitute a quorum.

## **Article VI - Suspension and Expulsion**

**SECTION 1** A Trustee accused of an infraction or disobedience cannot be suspended, or expelled without a hearing before the Grievance Committee.

**SECTION 2** The Grievance Committee shall be the Cheektowaga Town Council.

**SECTION 3** The Grievance Officer will be the Town Board Member affiliated with the library.

**SECTION 4** The Trustees will be subject to Cheektowaga Public Libraries Policies including but not limited to: Ethics Policy\*, Whistleblower Policy\*, Rules of Conduct\* and Conflict of Interest Policy\*.

**SECTION 5** Any Trustee absent from three (3) consecutive meetings without reasonable excuse shall be deemed to have vacated their office.

\* Currently under development/review

## **Article VII- Duties of Members**

**SECTION 1** The Chairman is to preside at all meetings of the board.

**SECTION 2** The Chairman is to keep order, specifies length of time for speaker and other matters before the body. But, a member may appeal to the body from the decision and it must be unanimous to take precedence.

**SECTION 3** The Chairman shall be a member ex-officio of all committees. They shall have the power to appoint the chairman of all committees and each chairman so appointed shall select their own committee.

**SECTION 4** The Vice-Chairman takes over duties of the chairman in their absence, with chairman approval unless that is deemed impossible.

**SECTION 5** The duty of the Treasurer is to examine financial spreadsheets detailing expenditures and to compare them to the budget. They shall report same to the board at their Monthly Board Meeting.

### **Article VIII - Meetings**

**SECTION 1** The first meeting of the calendar year (January) shall constitute the Annual Meeting.

**SECTION 2** Regular meetings shall be held at 4:00 pm on the 3<sup>rd</sup> Wednesday of each month at:

Julia Boyer Reinstein Library  
1030 Losson Road  
Cheektowaga, NY14227

**SECTION 3** The meetings may be held at alternate sites if deemed appropriate or remotely via Zoom or other online meeting app in special circumstances.

**SECTION 4** Special meetings may be called anytime at the discretion of the Board Chairman. Members will be given 48 hour notice of such meeting.

### **Article IX - Eligibility**

**SECTION 1** Candidates for Board should reflect all aspects of the diverse Cheektowaga community: geographically, socioeconomically and demographically. The candidate must be a resident of Cheektowaga but otherwise unaffiliated with, including employed by, the Town of Cheektowaga.

### **Article X Amendments**

**SECTION 1** Amendments to the by-laws shall be introduced at a regular meeting, and if approved by the body, shall take effect immediately. New By-Laws reflecting the Amendments will be made available for approval at the subsequent meeting.

## **Article XI - Authority**

**SECTION 1** The authority of the Board of Trustees is such as described by the New York Board of Regents, in the library charter date October 24<sup>th</sup>, 1969.

## **Article XII - Employment**

**SECTION 1** The Director of the library will be hired by the Board of Trustees. All other employees will be hired by the Director of the library. Members of the Board of Trustees are encouraged to share their opinions on the candidates and hiring process. Information on new hires will be presented at applicable board meeting.

## **Article XIII - Order of Business**

1. Roll call of Trustees.
2. Approval of minutes from last meeting (and/or special meeting).
3. Presentation of public petitions to the Recording Secretary
4. Presentation of communication by members to the Recording Secretary
5. Reports of committees
6. Report of Treasurer
7. Presentation of motions, resolutions, and notices of unfinished business
8. New business
9. Announcements from the Chairman
10. Motion for adjournment of meeting
11. Adjournment

## **Article XIV -Preference of Motions**

**SECTION 1** *Robert's Rules of Order* shall govern procedures

## **Article XV - Publicity**

**SECTION 1** The Chairman will have the power to release all items of news to the public, with the knowledge and approval of the rest of the board members.

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<sup>i</sup> Revised June 16, 2021